
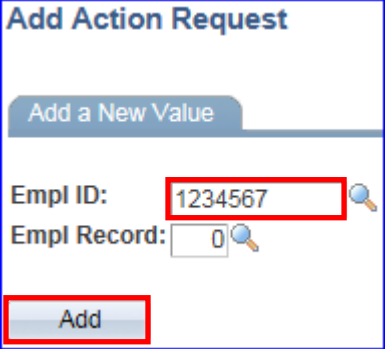


Starting Hazardous Duty Incentive Pay (Crew and Non-Crew Flight Pay)

Introduction This guide provides the procedures for starting Hazardous Duty Incentive Pay (Crew and Non-Crew Flight Pay) in Direct Access.

Procedures See below.

Step	Action
1	<p>Select the Hazardous Duty Pay link from the Payroll Requests pagelet located on the Requests tab.</p> 
2	<p>Enter the Empl ID and then click Add.</p> 

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Starting Hazardous Duty Incentive Pay (Crew and Non-Crew Flight Pay), Continued

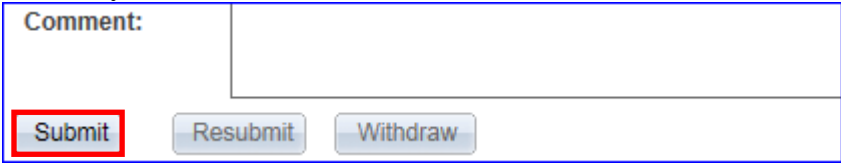
Procedures, continued

Step	Action
3	<p>The Submit Hazardous Duty Incentive Pay Action Request will display. Read the instructions before proceeding.</p> <div> <p>Action Request</p> <p><u>Submit Hazardous Duty Incentive Pay</u></p> <p><u>America, Captain</u></p> <ol style="list-style-type: none"> 1. Choose a Type. 2. Enter a Begin Date. For Crew Flight Pay and Noncrew Flight Pay, the Begin Date should be the effective date of the member's orders. For FDHDIP and HDIP-VBSS, the Begin Date should normally be the first day of the month; however, if a member newly reports PCS during the month, or a reservist enters on active duty orders during the month, the Begin Date shall be the date the member reported under orders. 3. Enter an End Date if applicable. Crew Flight Pay orders are normally continuous and there will be no End Date. Noncrew Flight Pay orders normally have an End Date of the last day of the month. For FDHDIP and HDIP-VBSS, the End Date should normally be the last day of the month; however, if the member departs PCS or is released from active duty during the month, the End Date shall be the date the member departs. 4. Click Get Details to view the amount. 5. Enter comments and submit for approval. </div>
4	<p>Select either Crew Flight Pay or Non-Crew Flight Pay from the Type drop-down list.</p> <div> <p>Request Details</p> <p>Type: Crew Flight Pay</p> <p>Begin Date: FDHDIP</p> <p>End Date: HDIP-VBSS</p> <p>Non-Crew Flight Pay</p> </div>
5	<div> <p>Request Details</p> <p>Type: Crew Flight Pay ✓</p> <p>Begin Date: 01/05/2015 31</p> <p>End Date: 31</p> </div> <ul style="list-style-type: none"> • Enter the Begin Date (effective date of the member's orders). • Enter an End Date if applicable. Crew Flight Pay orders are normally continuous and there will be no End Date. Non-crew Flight Pay orders normally have an End Date of the last day of the month.
6	<p>Click Get Details to make the Amount populate in the Request Information section.</p> <div> <p>Get Details</p> <p>Request Information</p> <p>Amount: \$190</p> </div>

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Starting Hazardous Duty Incentive Pay (Crew and Non-Crew Flight Pay), Continued

Procedures,
continued

Step	Action
7	<p>Enter any comments, then click Submit.</p> 
8	<p>The transaction is now Pending and has been routed to the SPO tree for approval.</p> 